

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
PART-TIME MAINTAINER - NORWICH BRANCH OFFICE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Norwich

Job Posting No: P-103353

Hours: Tuesday – Saturday, 34 hours

Salary: Starting hourly pay: \$16.03 (After completion of a 979 hour working test period, hourly pay increases to \$17.81 an hour).

Closing Date: September 9, 2016

Examples of Duties: Provide basic maintenance tasks, plate inventory and daily reporting for the branch plate inventory system. Performs maintenance of areas such as branch offices, including outdoor areas; mops, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts, and polishes glass including windows, woodwork, walls, furniture and metal equipment; maintains lawn, parking lots, sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may perform custodial functions as required; may move furniture; performs related duties as required.

Knowledge Skills and Abilities Desired:

Very good interpersonal skills; oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping. **Preferred experience: Experience with inventory and inventory systems; experience inputting data; custodial experience; experience maintaining large buildings and grounds.**

General Experience:

Any experience and training which would provide the knowledge, skills and abilities listed above.

Special Requirement:

Incumbents in this class are required to have and maintain a current license to drive a motor vehicle.

Physical Requirement:

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility, visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination is required.

Working Conditions:

Incumbents in this class may be required to lift moderate to heavy weights. Incumbents may be exposed to risk of injury from equipment and the work environment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Complete an Application for Employment ([CT-HR-12](#)) indicating Maintainer on the Job Title line. Mail to:

Department of Motor Vehicles
Human Resources – Room 235
60 State Street
Wethersfield, CT 06161

Applications can be downloaded from www.das.state.ct.us/exam. Applications can also be sent by fax to (860) 263-5576.

Please Note: Due to the large number of expected applicants we cannot confirm receipt of application materials. Interviews will be limited to a maximum of 20 applicants for these positions.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.